



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5043

BnO 1420.1H w/Ch 1
B 07-4
15 Dec 98

BATTALION ORDER 1420.1H w/Ch 1

From: Commanding Officer
To: Distribution List

Subj: MERITORIOUS PROMOTION BOARDS

Ref: (a) NAVMC 2691
(b) MCO P1400.32C
(c) MCBO 1414.1B

Encl: (1) Service "A" Uniform Inspection Checklist (Male)
(2) Service "B" Uniform Inspection Checklist (Male)
(3) Service "C" Uniform Inspection Checklist (Male)
(4) Camouflage Utility Uniform Inspection Checklist (Male)
(5) Service "A" Uniform Inspection Checklist (Female)
(6) Service "B" Uniform Inspection Checklist (Female)
(7) Service "C" Uniform Inspection Checklist (Female)
(8) Camouflage Utility Uniform Inspection Checklist (Female)
(9) Drill Card/Sword Manual Evaluation Sheet
(10) Meritorious Promotion Data Sheet

1. Purpose. To publish instructions for the conduct of meritorious promotion boards.

2. Cancellation. BnO 1420.1G.

3. Information.

a. Meritorious Sergeant. Corporals competing for meritorious sergeant will be evaluated in the following areas:

(1) Physical Fitness. On the first day of the promotion board, nominees will conduct a physical fitness test. The test will be administrated by the Battalion S-3 Section, and will be conducted at a time designated by the Battalion Sergeant Major near the Battalion's pull-up bar area.

(2) Personnel Inspection. On the first day of the promotion board, the uniform inspection, in the Service "A" uniform, will be conducted at 0900 at a site to be determined by the Battalion Sergeant Major.

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(a) The evaluator for this inspection will be assigned by the Battalion Sergeant Major.

(b) Enclosures (1) through (8) will be utilized for the conduct of the inspection.

3. Close Order Drill/Sword Evaluation. On the first day of the meritorious promotion board, the close order drill evaluation will be conducted at 1300. All nominees will be evaluated in their performance as the unit leader for close order drill. The uniform for this event will be the camouflage utility uniform with NCO sword, sword belt and black frog. All platoon members will march with the service rifle.

(a) The unit leaders will be evaluated on their ability to have the unit execute stationary as well as marching movements in accordance with reference (a) and enclosure (9). Appearance, bearing, and command voice will also be evaluated. The drill cards to be used will be chosen by the senior evaluator chosen for this portion of the board. Sword manual evaluation, and stationary movements will be used only during inclement weather.

(b) The location for the drill portion will be directly in front of the Battalion CP (grass area). In the event of inclement weather, the time for the drill evaluation will be established by the Battalion Sergeant Major.

(c) Headquarters Company, Operations Company, Training and Education Center Company, Tenant Activities Company, and Service Company will each provide four Marines to form a platoon size unit in support of the close order drill evaluation. Their uniform will be the camouflage utility uniform with the M16A2 service rifle, and a parade sling.

4. General Military Skills Test (GMST). On the first day of the meritorious promotion board, the GMS test will be administered. The location for this event will be decided by the coordinator of the meritorious promotion board. The time for this event will be 1500, and the camouflage utility uniform will be worn.

5. Selection Board. On the second day of the of the meritorious promotion board, the leadership board will be conducted. Companies will provide data sheets (enclosure (10)) and BIR/BTR/ Education screens; to the Battalion Sergeant Major NLT three days prior to the first day of the board. The leadership board will be conducted in the Battalion conference at 0900. The uniform for the subject board will be decided by the Battalion Sergeant Major. Nominees are required to

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present a five-minute TMI on their MOS. A detailed outline will be provided to the senior member of the board. The composition of the selection board will be: Battalion Sergeant Major, Senior Enlisted Representative; one master sergeant through master gunnery sergeant from each of the five companies. Guidance on the specific conduct of the board will be provided by the Senior Enlisted Representative.

6. Eligibility Criteria. There are no minimum TIG standards but the Marine must meet the TIS standard of 18 months to be eligible, as outlined in references (b) and (c). Nonresident MCI course.

7. Point Values. Point values will be awarded for each area of the evaluation as follows:

(a) Physical Fitness Test: 285-300 = 4 pts; 1st class to 284 = 3 pts; 2d class = 2 pts; 3d class = 1 pt.

(b) Personal Inspection: 95-100 = 4 pts; 90-94 = 3 pts; 85-89 = 2 pts; 80-84 = 1 pt; 79 and below = 0 pt.

(c) Close Order Drill: 95-100 = 4 pts; 90-94 = 3 pts; 80-84 = 1 pt; 79 and below = 0 pt.

(d) GMS Test: 95-100 = 4 pts; 90-94 pts = 3 pts; 85-89 = 2 pts; 80-84 = 1 pt; 79 and below = 0 pt.

8. Meritorious Corporal and Lance Corporal. Lance Corporals and private first class competing for meritorious promotion to corporal and lance corporal will be evaluated in the following area:

(a) Physical Fitness. On the day of the promotion board, nominees will conduct a physical fitness test. The test will be administered by the Battalion S-3 Section at a time to be designated by the Battalion Sergeant Major near the Battalion's pull up bar area.

(b) Personnel Inspection. On the day of the promotion board, the uniform inspection, in the service "A" will be conducted at a site to be determined by the Battalion Sergeant Major.

(1) The evaluator for this inspection will be assigned by the Battalion Sergeant Major.

(2) Enclosures (1) through (8) will be utilized for the conduct of the inspection.

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(c) General Military Skills Test (GMST). On the first day of the meritorious promotion board, the GMS test will be administered. The location for this event will be decided by the coordinator for the meritorious promotion board. The time for the event will be 1500, and the camouflage uniform will be worn.

(d) Selection Board. On the day of the meritorious promotion board, the leadership board will be conducted. Companies will provide data sheets (enclosure (10)) and BIR/BTR/Education screens, to the Battalion Sergeant Major NLT three days prior to the first day of the board. The leadership board will be conducted in the Battalion conference room at 0900. the uniform for the subject board will be decided by the Battalion Sergeant Major. Nominees for meritorious corporal are required to present a five minute TMI on their MOS. A detailed outline will be provided to the senior member of the board. The composition of the selection board will be: Battalion Sergeant Major, Senior Enlisted Representative; one master sergeant through master gunnery sergeant from each of the five companies. Guidance on the specific conduct of the board will be provided by the Senior Enlisted Representative.

(e) Eligibility Criteria: There are no minimum TIG requirements, but the Marines must meet the minimum TIS standard as outlined in reference (b) and (c). Also, nominees for meritorious corporal must have completed the Fundamentals of Marine Corps Leadership MCI Course.

(f) Point Values. Point values will be awarded for each area of the evaluation as follows:

(1) Physical Fitness Test: 285-300 = 4 pts; 1st class to 284 = 3 pts; 2d class = 2 pts; 3d class = 1 pt.

(2) Personal Inspection: 95-100 = 4 pts; 90-94 = 3 pts; 85-89 = 2 pts; 80-84 = 1 pt; 79 and below = 0 pt.

(3) GMS Test: GMS Test: 95-100 = 4 pts; 90-94 pts = 3 pts; 85-89 = 2 pts; 80-84 = 1 pt; 79 and below = 0 pt.

9. Meritorious Private First Class. There will be no selection board for meritorious promotion to private first class. Company commanders will submit written recommendations to the Battalion Commander, on any privates within the Battalion to be meritoriously promoted to the rank of private first class.

10. Results. Results on all selection boards will be provided by the Battalion Sergeant Major, NLT the next working day after convening of the subject board.

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11. Action

a. Battalion Executive Officer.

(1) Act as the chairman for the conduct of all Battalion meritorious promotion boards.

(2) Work directly with the Senior Enlisted Representative of the selection board.

b. Battalion Sergeant Major

(1) Act as the Senior Enlisted Representative for all Battalion Meritorious promotion boards and assign coordinators for the subject board when required by reference (b).

(2) Coordinate with the Battalion Executive Officer on all matter relating to this process.

c. Company Commanders

(1) Provide nominees for the subject promotion boards, if applicable, and all appropriate administrative requirements in accordance with this Order.

(2) Provide the name of the selection board member to the Senior Enlisted Representative three days prior to the selection boards(s).

(3) Ensure all nominees meet the prerequisites established in this Order and the references.

(4) Provide four Marines (lance corporal and below) with service rifle and parade sling, to participate as drill platoon members for the meritorious sergeant board when required.

M. E. BENNETT

DISTRIBUTION: A



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4 Apr 02

BATTALION ORDER 1420.1H Ch 1

From: Commanding Officer
To: Distribution List

Subj: MERITORIOUS PROMOTION BOARDS

1. Situation. To direct pen changes to the basic order.

2. Execution

a. Reference section. Change reference (b) to read "MCO P1400.32C" vice "P1400.32". Change reference (c) to read "MCBO 1414.1B" vice "MCBO 1414.1A".

b. Filing Instruction. File this Change transmittal immediately behind the signature page of the basic Order.

3. Command and Signal. This Order is effective date signed.

R. BARRY CORNIN

DISTRIBUTION: A

HQSVCBN MERITORIOUS PROMOTION DATA SHEET

Name: _____ Rank: _____ SSN/MOS _____/____

Company: _____ HT/WT: ____/____ TIS/TIG: _____Mos _____Mos

PART I - MISCELLANEOUS INFORMATION

1. Average PRO/CON: In Grade: ____/____ In Service: ____/____

2. Swim Qualification: _____ Class _____ Date: _____

3. Commendatory Information (Awards, etc.)

PART II - TRAINING INFORMATION

1. Physical Fitness Score: _____ Points: _____

285-300 = 4 Pts
1st Class = 3 Pts
2nd Class = 2 Pts
3rd Class = 1 Pt

2. Rifle Marksmanship Score/Class/Date: ____/____/____ Points: _____

52-65/235-250 = 4 Pts
40-51/220-234 = 3 Pts
35-39/210-219 = 2 Pts
25-34/190-209 = 1 Pt

3. MCI Completion #Completed: _____ Points: _____

In Grade do not count eligibility requirements 5 or more

5 or more = 4 Pts
4 = 3 Pts
3 = 2 Pts
1-2 = 1 Pts

PART II TOTAL: _____

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PART III - EVENTS

1. Drill Evaluation Score: _____ Points: _____

95-100 = 4 Pts
90-94 = 3 Pts
85-89 = 2 Pts
80-84 = 1 Pts

2. Uniform Inspection Score: _____ Points: _____

95-100 = 4 Pts
90-94 = 3 Pts
85-89 = 2 Pts
80-84 = 1 Pts
79 - below = 0 Pts

3. GMS Test Score: _____ Points: _____

95-100 = 4 Pts
90-94 = 3 Pts
85-89 = 2 Pts
80-84 = 1 Pts
79 - below = 0 Pts

4. Knowledge (1 pt (x) per correct answer max 18 pts)

Points: _____

5. Bearing (Maximum of 6 pts)

Points: _____

PART III TOTAL: _____

OVERALL TOTAL: _____

BOARD MEMBER

Name: _____ Rank: _____ Signature: _____

ENCLOSURE (10)